



# RESERVE OFFICER CANDIDATE INDOCTRINATION (ROCI)

## – Non Prior Service – Hired to IRR

Step	Action
1	 <p>From the Portal Page, select <b>Add a Person</b> from the Accessions pagelet.</p>
2	 <p>Click the <b>Add Person</b> button.</p>

3

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID: NEW

Name

\*Effective Date: 07/14/2014

\*Format Type: English

Display Name: **Add Name**

Biographic Information

Date of Birth: 0 Years 0 Months

Birth Country: USA United States

Birth State:

Birth Location:

☐ Waive Data Protection

Biographical History

\*Effective Date: 07/14/2014

\*Gender: Unknown

\*Highest Education Level: A-Not Indicated

\*Marital Status: Unknown As of:

Language Code:

Alternate ID:

☐ Full-Time Student

National ID

\*Country: USA

\*National ID Type: Social Security Number

National ID:

Primary ID:

The Effective Date will default to the current date. You may edit to a previous date.

Click on the Add Name button.

4

Edit Name

English Name Format

Prefix:

First Name: Saul

Middle Name: Canelo

Last Name: Alvarez

Suffix:

Display Name:

Formal Name:

Name:

Refresh Name

**OK** Cancel Refresh

Enter member's complete name, when completed click the **OK** button.

Note: With respect to the middle name, do not use the traditional **NMN** for those members with no middle name: this will cause the issuance of a government travel card with a middle initial of "N" and cause a subsequent denial of its use for a member so identified. Leave blank.

You will return to the Biographical Details Tab.

5

Biographical Details | Contact Information | Regional | Organizational Relationships

Saul Alvarez | Person ID: NEW

Name | Find | View All | First | 1 of 1 | Last

\*Effective Date: 07/14/2014 | Edit

\*Format Type: English

Display Name: Saul Alvarez | Edit Name

Biographic Information

Date of Birth: 07/18/1986 | 27 Years | 11 Months

Birth Country: USA | United States

Birth State: MA | Massachusetts

Birth Location: Boston | Waive Data Protection

Biographical History | Find | View All | First | 1 of 1 | Last

\*Effective Date: 07/14/2014 | Edit

\*Gender: Male

\*Highest Education Level: Master's Level Degree

\*Marital Status: Single | As of: |

Language Code: English

Alternate ID: | Full-Time Student

National ID | Customize | Find | View All | First | 1 of 1 | Last

\*Country: USA | \*National ID Type: Social Security Number | National ID: 025-88-8888 | Primary ID: |

The Effective Date defaults to the current date. It may be edited to reflect the actual hire date. It cannot currently be future dated.

- Date of Birth: Enter the member's date of birth.
- Birth Country: Defaults to USA, if incorrect, select the lookup and select the correct Birth Country. If selecting other than USA, other fields may be displayed.
- Birth Location: City/Town of birth.
- Gender: Click the dropdown and select appropriate gender.
- Highest Education Level: Click the dropdown and select education level.
- Marital Status: Click the dropdown and select applicable status.
- Language Code: Click the dropdown and select English.
- National ID: Enter the member's Social Security Number.

When completed, select the **Contact Information Tab**.

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Biographical Details | Contact Information | Regional | Organizational Relationships

Saul Alvarez | Person ID: NEW

Current Addresses | Customize | Find | View All | First | 1 of 1 | Last

Address Type	As Of Date	Status	Address	
Home	07/14/2014	A		Add Address Detail

Phone Information | Customize | Find | View All | First | 1 of 1 | Last

*Phone Type	Telephone	Extension	Preferred

Email Addresses | Customize | Find | View All | First | 1 of 1 | Last

Email Type	Email Address	Preferred

Instant Message IDs | Customize | Find | View All | First | 1 of 1 | Last

*Network ID	*IM Protocol	*IM Domain	Preferred

The system defaults the first address as Home and the As Of Date is the date of hire.

Select the **Add Address Detail** link.

7

Address History

Address Type: Home

Address History Find First 1 of 1 Last

\*Effective Date: 07/14/2014 Address: + -

Country: USA

\*Status: A

**Add Address**

OK Cancel Refresh

The effective date defaults to the current date and may be edited to reflect the correct date of hire. This date currently cannot be future dated.

Select the **Add Address** link.

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Edit Address

Country: United States

Address 1: 1 Knockout Lane

Address 2:

Address 3:

City: Boston State: MA Massachusetts

Postal: 02124

County: Suffolk

OK Cancel

Address 1: Number/street name

Address 2: Not used

Address 3: Not used

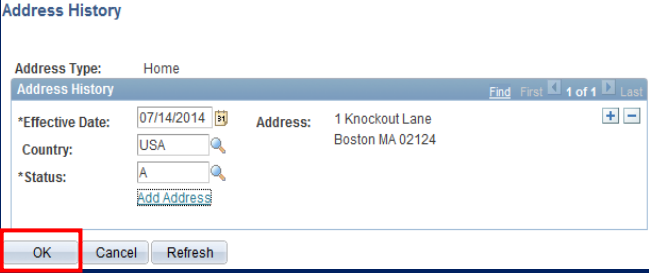

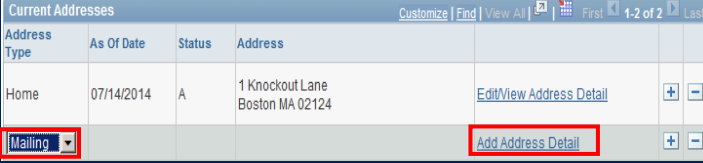
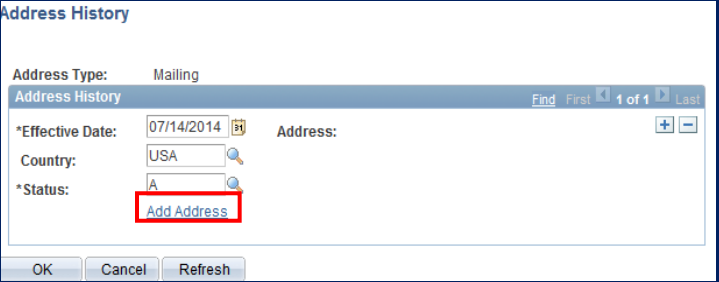
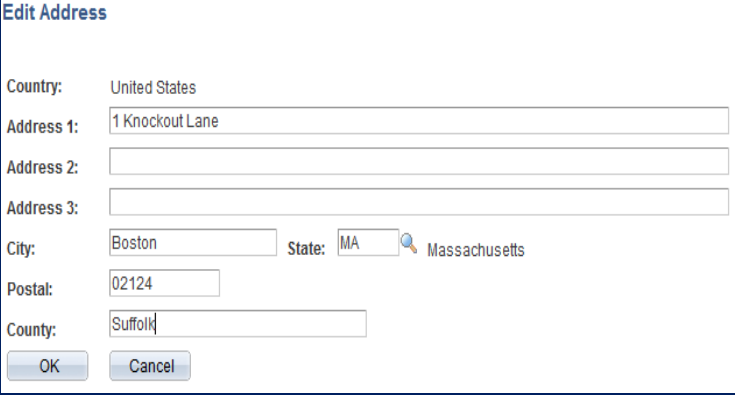
City: Enter address city

State: Enter Address state

Postal: Enter Postal Zip code

County: Enter county (if known)

Click the **OK** button.

9	 <p>The address will display as entered.</p> <p>Select the <b>OK</b> button.</p>	
10	 <p>The Home address has been recorded. Click the “+” to add a Mailing Address.</p>	
11	 <p>Click the Address Type drop down and select <b>Mailing</b>. Then click the <b>Add Address Detail</b> link.</p>	
12	 <p>Click the Add Address link.</p>	
13	 <p>Enter Mailing Address. Address line 2 and 3 are not used. When completed, click the <b>OK</b> button.</p>	

14	<p><b>Address History</b></p> <p>Address Type: Mailing</p> <p>Address History <span>Find</span> <span>First</span> <span>1 of 1</span> <span>Last</span></p> <p>*Effective Date: 07/14/2014 <span>BS</span> Address: 1 Knockout Lane Boston MA 02124 <span>+</span> <span>-</span></p> <p>Country: USA <span>BS</span></p> <p>*Status: A <span>BS</span></p> <p><a href="#">Add Address</a></p> <p><span>OK</span> <span>Cancel</span> <span>Refresh</span></p>																									
15	<p><b>Biographical Details</b> <b>Contact Information</b> <b>Regional</b> <b>Organizational Relationships</b></p> <p><b>Saul Alvarez</b> <span>Person ID: NEW</span></p> <p><b>Current Addresses</b> <span>Customize</span> <span>Find</span> <span>View All</span> <span>First</span> <span>1-2 of 2</span> <span>Last</span></p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>07/14/2014</td> <td>A</td> <td>1 Knockout Lane Boston MA 02124</td> <td><a href="#">Edit/View Address Detail</a></td> <td><span>+</span> <span>-</span></td> </tr> <tr> <td>Mailing</td> <td>07/14/2014</td> <td>A</td> <td>1 Knockout Lane Boston MA 02124</td> <td><a href="#">Edit/View Address Detail</a></td> <td><span>+</span> <span>-</span></td> </tr> </tbody> </table>	Address Type	As Of Date	Status	Address			Home	07/14/2014	A	1 Knockout Lane Boston MA 02124	<a href="#">Edit/View Address Detail</a>	<span>+</span> <span>-</span>	Mailing	07/14/2014	A	1 Knockout Lane Boston MA 02124	<a href="#">Edit/View Address Detail</a>	<span>+</span> <span>-</span>	<p>The Mailing address will be listed as entered. Click the OK button.</p>						
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Address Type	As Of Date	Status	Address																							
Home	07/14/2014	A	1 Knockout Lane Boston MA 02124	<a href="#">Edit/View Address Detail</a>	<span>+</span> <span>-</span>																					
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17	<p><b>Biographical Details</b> <b>Contact Information</b> <b>Regional</b> <b>Organizational Relationships</b></p> <p><b>Saul Alvarez</b> <span>Person ID: NEW</span></p> <p><b>Ethnic Group</b> <span>Find</span> <span>View All</span> <span>First</span> <span>1 of 1</span> <span>Last</span></p> <p>Regulatory Region: USA <span>BS</span> United States</p> <p>Ethnic Group: <span>+</span> <span>-</span> White</p> <p><b>History</b> <span>Find</span> <span>View All</span> <span>First</span> <span>1 of 1</span> <span>Last</span></p> <p>Effective Date: <span>BS</span> Military Status: <span>+</span> <span>-</span></p> <p>Date Entitled to Medicare: <span>BS</span> Military Discharge Date: Edit Discharge Date</p> <p>Citizenship (Proof 1): <span>BS</span> Citizenship (Proof 2): <span>BS</span></p> <p><input checked="" type="checkbox"/> Eligible to Work in U.S.</p> <p><b>Smoker History</b> <span>Customize</span> <span>Find</span> <span>View All</span> <span>First</span> <span>1 of 1</span> <span>Last</span></p> <p>*Smoker: <span>BS</span> *As of: <span>BS</span> <span>+</span> <span>-</span></p>	<p>Click the Ethnic Group lookup and select the appropriate category. If member claims other than one ethnic group, click the “+” button and add Hispanic or Non-Hispanic or for any additional group designation. All other data fields are left blank.</p> <p>Select the <b>Organizational Relationship</b> Tab.</p>																								

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Check the **Employee** box and then click the Add Relationship button.

The Employee ID number will be generated and you will automatically navigate to Job Data.

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You should record the Employee ID number for future reference. If for any reason you do not complete this accession during this session, you may use the **Add Employee Instance** link in the **HR Data Shortcuts** pagelet. Enter the Employee ID number and you will be returned to member's Job Data. All previous Job Data entries will have been deleted and will need to be reentered.

**Do not use the Add Employee Instance if you had previously entered and saved Job Data. Any edits after initial save should be made using Modify a Person or Job Data links.**

The effective date defaults to the current date. This date may be future dated to reflect actual hire date.

Enter the appropriate Position Number. For hire as SAOC into the IRR enter 00095687. You may click on the lookup button to search for other position numbers. For example a member being hired under ROCI but prior service as an officer with no break in service, use position identified on the PCS orders.

Position Entry Date: Date of Hire.

Click the **Override Position Data** button.

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cont.

The Regulatory Region, Company, Business Unit, Department, Department Entry Date and Location should default as shown. If they do not, click the lookup button and set them to:

- Regulatory Region: RSV
- Company: ACG
- Business Unit: ENLCG
- Department: 002817
- Department Entry Date: Date of Hire
- Location: Default with data matching Department entered.

Position Number: 00095687 Officer Candidate  
Use Position Data  
Position Entry Date: 07/14/2014  
Position Management Record  
Regulatory Region: RSV Reservists  
Company: ACG Active CG  
Business Unit: ENLCG Enlisted CG  
Department: 002817 RESERVE PERS MGMT  
Department Entry Date: 07/14/2014  
Location: VA0323 PERSONNEL SERVICE CENTER  
Establishment ID:

Work Location Job Information Job Labor Payroll Salary Plan Compensation  
Saul Alvarez Empl ID: 1111111  
Employee Empl Record: 0  
Military Service:  
Work Location  
Effective Date: 07/14/2014 Effective Sequence: 0 Action: Hire  
HR Status: Active Reason: Conversion Value  
Payroll Status: Active Job Indicator: Primary Job  
Calculate Status and Dates  
Position Number: 00095687 Officer Candidate  
Use Position Data  
Position Entry Date: 07/14/2014  
Position Management Record  
Regulatory Region: RSV Reservists  
Company: ACG Active CG  
Business Unit: ENLCG Enlisted CG  
Department: 002817 RESERVE PERS MGMT  
Department Entry Date: 07/14/2014  
Location: VA0323 PERSONNEL SERVICE CENTER  
Establishment ID: Date Created: 07/14/2014  
Last Start Date: 07/14/2014  
Expected Job End Date:  
Military  
Reserve Class Code: N w/Svc Oblig not in another Cta  
Component Category:

Reserve Class Code: Click on the lookup icon and select N.

Click on the **Job Information** Tab.



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Work Location Job Information Job Labor Payroll Salary Plan Compensation

Saul Alvarez  
Employee

Empl ID: 1111111  
Empl Record: 0

Military Service:

**Job Information** Find First 1 of 1 Last Go To Row

Effective Date: 07/14/2014  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active

Action: Hire  
Reason: Conversion Value  
Job Indicator: Primary Job

Current

\*Job Code: 451097 Officer Candidate  
Entry Date: 07/14/2014

Supervisor Level:

Supervisor ID: 1111111 Kevin Keener

Reports To:

\*Regular/Temporary: Regular \*Full/Part: Full-Time  
Empl Class: IRR \*Officer Code: None  
\*Regular Shift: N/A Shift Rate:   
\*Classified Ind: Classified Shift Factor:

**Standard Hours**

Standard Hours: 40.00 Work Period: W Weekly  
FTE: 0.000000

☒ Adds to FTE Actual Count? ☐ Encumbrance Override

Job Code: Enter 451097 if not defaulted (ROCI hire to IRR as SAOC) and Tab.

Supervisor ID: Enter the Employee ID for the CGHRSUP that will be approving the accession.

Employee Class: Click on the drop-down and select **IRR**.

Click on the **Job Labor Tab**.

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Work Location Job Information Job Labor Payroll Salary Plan Compensation

Saul Alvarez  
Employee

Empl ID: 1111111  
Empl Record: 0

Military Service:

**Job Labor** Find First 1 of 1 Last Go To Row

Effective Date: 07/14/2014  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active

Action: Hire  
Reason: Conversion Value  
Job Indicator: Primary Job

Current

Bargaining Unit:

Labor Agreement: ENL Reserve Component Enlisted  
Labor Agreement Entry Date: 07/14/2014

Employee Category: IRR Individual Ready Reserve  
Employee Subcategory: J Res Enlisted wait/attend OCS  
Employee Subcategory 2:

☐ Position Management Record

Union Code:

Union Seniority Date:

Works Council ID:

Labor Facility ID:

Entry Date:

☐ Stop Wage Progression  
☐ Pay Union Fee  
☐ Exempt from Layoff Reason:

Labor Agreement: Click on the lookup icon: select **ENL**.  
Select appropriate **Employee Category** from drop-down  
Select the **Employee Subcategory** (TRAYPAY Code)

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**The Labor Agreement Entry Dt will default to date of hire.**  
**Click on the Job Labor tab**

Work Location Job Information **Job Labor** Payroll Salary Plan Compensation

Saul Alvarez Employee ID: 1111111  
Employee Record: 0

Military Service: [Dropdown]

Labor Information

Effective Date: 07/14/2014  
Effective Sequence: 0 Action: Hire  
HR Status: Active Reason: Conversion Value  
Payroll Status: Active Job Indicator: Primary Job

Bargaining Unit: [Dropdown]  
Labor Agreement: ENL Reserve Component Enlisted  
Labor Agreement Entry Dt: 07/14/2014  
Employee Category: JRR Individual Ready Reserve  
Employee Subcategory: J Res Enlisted wait/attend OCS  
Employee Subcategory 2: [Dropdown]  
☐ Position Management Record

Union Code: [Dropdown]  
Union Seniority Date: [Dropdown]  
Works Council ID: [Dropdown]  
Labor Facility ID: [Dropdown]  
Entry Date: [Dropdown]  
☐ Stop Wage Progression  
☐ Pay Union Fee  
☐ Exempt from Layoff Reason: [Dropdown]

Assigned Seniority Dates

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		[Dropdown]	<input type="checkbox"/>	[Dropdown]

View All

Scroll down the page to **Assigned Seniority Dates** and select **View All**.

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		07/14/2014	<input type="checkbox"/>	
AD PAY SCALE DATE		07/14/2014	<input type="checkbox"/>	
DEP DATE			<input type="checkbox"/>	
CMA DATE		07/14/2014	<input type="checkbox"/>	
DIEMS DATE		07/14/2014	<input type="checkbox"/>	
RSV DRILL OBLIGATION DATE		07/13/2022	<input type="checkbox"/>	
EXPECTED LOSS DATE		07/13/2022	<input type="checkbox"/>	
JOB FAMILY ENTRY DATE		07/14/2014	<input type="checkbox"/>	
MIL OBLIGATION COMPL DATE		07/13/2022	<input type="checkbox"/>	
PAY ALLOWANCE DATE		07/14/2014	<input type="checkbox"/>	
POINTS SWE DATE			<input type="checkbox"/>	
PAY BASE DATE		07/14/2014	<input type="checkbox"/>	
DATE OF RANK	451097	07/14/2014	<input type="checkbox"/>	
RSV COMP SBP ELECT DATE			<input type="checkbox"/>	
ROTATION DATE			<input type="checkbox"/>	
RSRV ACCESSION CLASS DATE		07/14/2014	<input type="checkbox"/>	
RSV ANNIVERSARY DATE		07/14/2014	<input type="checkbox"/>	
RSV ELIGIBILITY DATE			<input type="checkbox"/>	
RSV INITIATION DATE		07/14/2014	<input type="checkbox"/>	
RESERVE LETTER DATE			<input type="checkbox"/>	
RTB ELIGIBILITY DATE			<input type="checkbox"/>	
RTB LETTER DATE			<input type="checkbox"/>	
RTB LETTER RESPONSE DATE			<input type="checkbox"/>	

Only enter dates as indicated. All other fields are blank.

- Active duty Base Date: Leave Blank
- AD Pay Scale Date: Date of Enlistment Contract
- CMA Date (Per Situation IAW Ch 3 PAYMAN)
- DIEMS Date: Date Initial Entry Military Service (any component)
- RSV Drill Obligation: 6 years in a drilling status (SELRES)
- Expected Loss Date: 8 years from DIEMS date (minus 1 day)
- Job Family Entry Date: Date of Enlistment Contract
- Mil Obligation Completion date: 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP)
- Pay Allowance Date: Date of Enlistment Contract
- Pay Base Date: Date member departs on RSV IADT orders to OCS.
- Date of Rank: Date of Enlistment Contract
- RSRV Accession Class Date: Date of Enlistment Contract
- RSV Anniversary Date: Date of Enlistment Contract
- RSV Initiation Date: Date of Enlistment Contract

**Click the Payroll tab**

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Work Location Job Information Job Labor Payroll Salary Plan Compensation

Saul Alvarez  
Employee

Empl ID: 1111111  
Empl Record: 0

Military Service:

Payroll Information Find First 1 of 1 Last  
Go To Row

Effective Date: 07/14/2014  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active

Action: Hire  
Reason: Conversion Value  
Job Indicator: Primary Job

Current

Payroll System: Global Payroll

Global Payroll

Pay Group: **USCG STG** USCG AD Staging Paygroup

Setting

☒ Use Pay Group Eligibility  
☒ Use Pay Group Rate Type  
☒ Use Pay Group As Of Date

Holiday Schedule:  
Eligibility Group:  
Exchange Rate Type:  
Use Rate As Of:

Click the Pay Group lookup icon and select **USCG STG** (if not defaulted).  
Click on **Salary Plan**

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Work Location Job Information Job Labor Payroll Salary Plan Compensation

Saul Alvarez  
Employee

Empl ID: 1111111  
Empl Record: 0

Military Service:

Salary Plan Find View All First 1 of 1 Last  
Go To Row

Effective Date: 07/14/2014  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active

Action: Hire  
Reason: Conversion Value  
Job Indicator: Primary Job

Current

Rank:  
Worn Rank:  
Worn Rank Type:  
Skill Grade:

Rank Entry Date:

Salary Admin Plan: **ENL**  
Grade: **E2**  
Step: 1

Grade Entry Date: 07/14/2014  
Step Entry Date: 07/14/2014

☐ Includes Wage Progression Rule

Salary Admin Plan: Should default to **ENL**.

Grade: Defaults to Pay Grade based on Job Code entered on the Job Information Tab. If member is being accessed at a different grade, click the lookup icon and select the appropriate Grade. In this example E2 based on SAOC Job Code.

Step: Enter 1 and Tab.

Step Entry Date: Will default to date of Hire.

If Prior Military Service: Click on the Step lookup icon and select the appropriate step. The step corresponds to a member's longevity for pay purposes. In this example 1 = less than 2 years military service, then Tab.

Click on the **Compensation** Tab.

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Work Location Job Information Job Labor Payroll Salary Plan Compensation

**Saul Alvarez** Empl ID: 1111111  
Employee Empl Record: 0

Military Service:

Compensation End First 1 of 1 Last

Effective Date: 07/14/2014 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: Conversion Value

Payroll Status: Active Job Indicator: Primary Job Current

Compensation Rate: 1,716.90 USD \*Frequency: Monthly

Comparative Information

Pay Rates

**Default Pay Components** Contract Change Prorate Option

Pay Components Customize | End First 1 of 1 Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BASIC	0	1,716.900000	USD	M			

Calculate Compensation

Job Data **Employment Data** Benefits Program Participation

Click on the **Default Pay Components** button. This will update the **Compensation Rate** data.

Click the **Employment Data** link.

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Employment Information

**Saul Alvarez** Empl ID: 1111111  
Employee Empl Record: 0

Military Service:

Organizational Instance

Organizational Instance Rod: 0 Original Start Date:  ☐ Override

Last Start Date:  First Start Date:

Termination Date:  Years Months Days

Org Instance Service Date:  ☐ Override

Organizational Assignment Data

Instance Record

Last Assignment Start Date: 07/14/2014 First Assignment Start: 07/14/2014

Assignment End Date:

Home/Host Classification: Home ☐ Override  Years Months Days

Company Seniority Date:  ☐ Override  0 0 0

Benefits Service Date:  ☐ Override  0 0 0

Seniority Pay Calc Date:  ☐ Override  0 0 0

Probation Date:

Professional Experience Date:  Last Verification Date:

Business Title: Officer Candidate Position Phone:

Military

USA

☐ Owns 5% (or More) of Company

Appointment End Date:  Term of Enlistment:

☐ Accrue Tenure Services ☐ FTE for Tenure Accrual:

Sponsor Code:  ☐ FTE for Flex Service Accrual:

Job Data Employment Data Benefits Program Participation

This is largely a view-only page (no data to enter)  
Click on the **Benefits Program Participation** link

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**Benefit Status** Find First 1 of 1 Last

Benefit Record Number: 0 Go To Row

Effective Date: 07/14/2014

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: Conversion Value

Payroll Status: Active Job Indicator: Primary Job

Current

Benefits System: **Base Benefits** Benefits Employee Status: Active

Annual Benefits Base Rate: USD

**Benefits Administration Eligibility**

BAS Group ID:

Elig Fld 1: Elig Fld 2: Elig Fld 3:

Elig Fld 4: Elig Fld 5: Elig Fld 6:

Elig Fld 7: Elig Fld 8: Elig Fld 9:

**Benefit Program Participation** Find View All First 1 of 1 Last

Effective Date: 07/14/2014 Currency Code: USD

Benefit Program: **ACG** CGIN0AA Active Deduction Prog

**Job Data** Employment Data Benefits Program Participation

Benefit Program: Click the lookup icon and select **ACG** (if not defaulted)

Effective Date: If you are completing the Job Data AFTER the effective date of hire, you need to change the date to the date of hire.

Benefits System should read **Base Benefits**

Click the **Job Data** link.

29

**Work Location** Job Information Job Labor Payroll Salary Plan Compensation

**Saul Alvarez** Empl ID: 1111111

Employee Empl Record: 0

Military Service:

**Work Location** Find First 1 of 1 Last

\*Effective Date: 07/14/2014 Go To Row

Effective Sequence: 0 \*Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active \*Job Indicator: Primary Job

Calculate Status and Dates

Current

Position Number: 00095687 Officer Candidate

Use Position Data

Position Entry Date: 07/14/2014

Position Management Record

\*Regulatory Region: RSV Reservists

\*Company: ACG Active CG

\*Business Unit: ENLCG Enlisted CG

\*Department: 002817 RESERVE PERS MGMT

Department Entry Date: 07/14/2014

\*Location: VA0323 PERSONNEL SERVICE CENTER

Establishment ID: Date Created: 07/14/2014

Last Start Date: 07/14/2014

Expected Job End Date:

**Military**

Reserve Class Code: N w/Svc Oblig not in another Cla

Component Category: N Not Applicable

Job Data Employment Data Benefits Program Participation

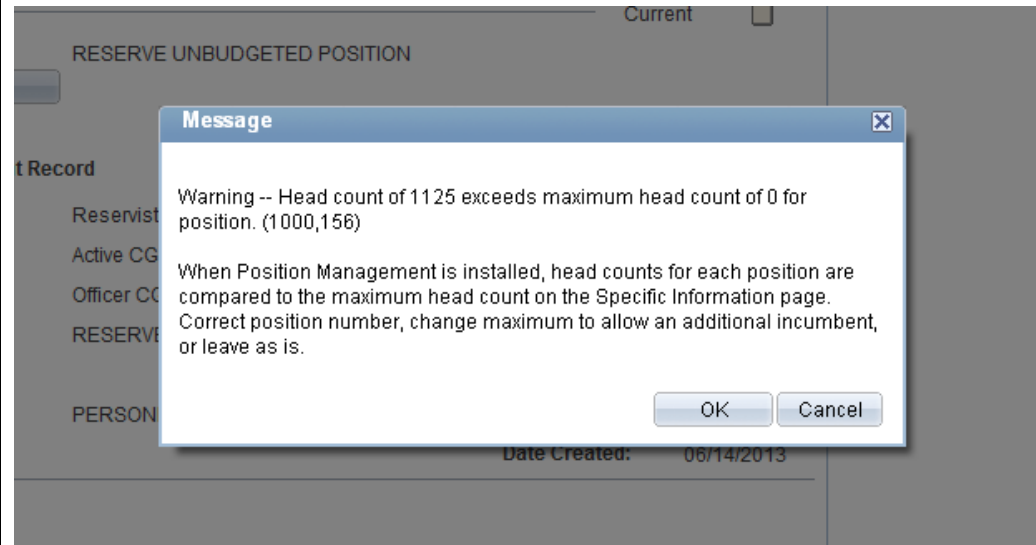
OK Cancel Apply

Click the **OK** button.

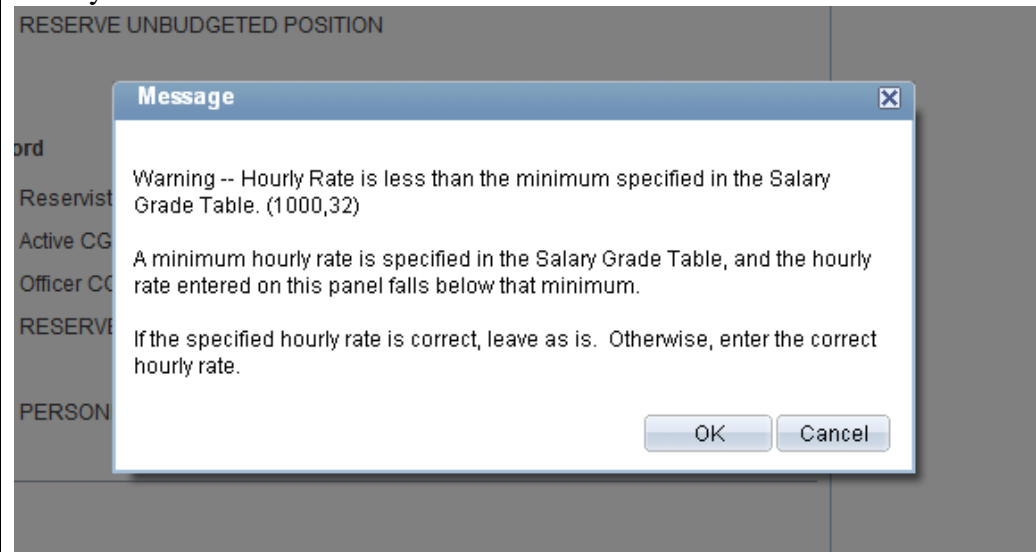
30

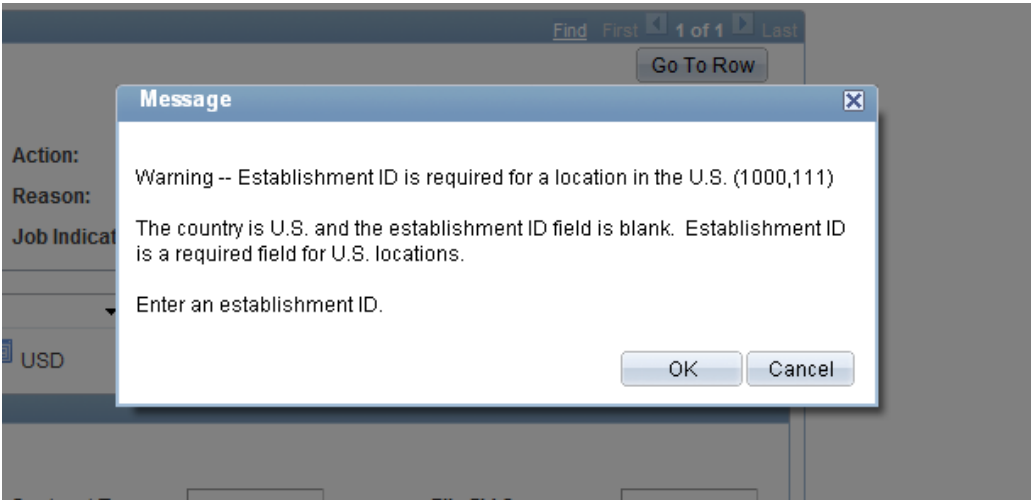
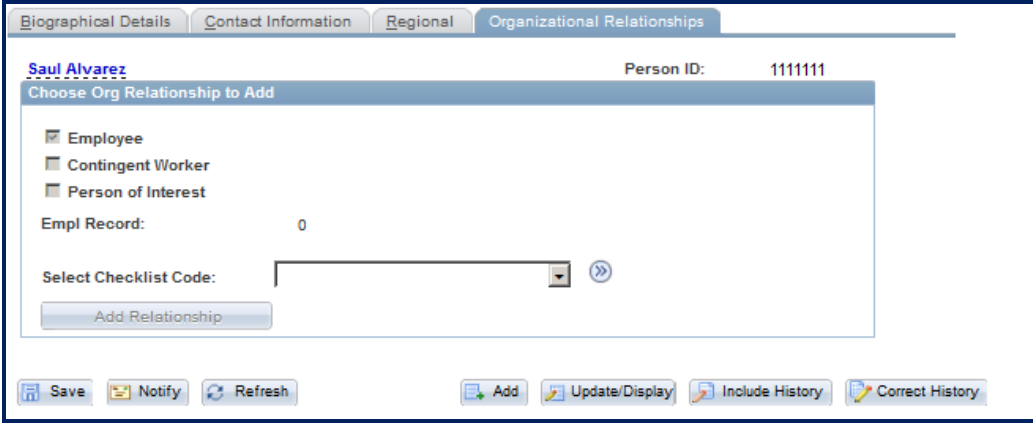
You will receive several “Warning” messages:

Head Count – Click the OK button.



Hourly Rate – Click the OK button.



30 cont.	<p>Establishment ID Click the OK button.</p>  <p>The screenshot shows a 'Message' dialog box with a blue title bar and a close button. The text inside reads: 'Warning -- Establishment ID is required for a location in the U.S. (1000,111)' followed by 'Reason: The country is U.S. and the establishment ID field is blank. Establishment ID is a required field for U.S. locations.' and 'Enter an establishment ID.' at the bottom. There are 'OK' and 'Cancel' buttons.</p>
31	<p>After a successful Save you will be returned to the Organizational Relationships Tab.</p>  <p>The screenshot shows the 'Organizational Relationships' tab for 'Saul Alvarez' with 'Person ID: 1111111'. A 'Choose Org Relationship to Add' dialog box is open, showing three options: 'Employee' (checked), 'Contingent Worker', and 'Person of Interest'. Below these is 'Empl Record: 0' and a 'Select Checklist Code:' dropdown menu. An 'Add Relationship' button is at the bottom of the dialog. At the bottom of the main window are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p>



# Accession Approval

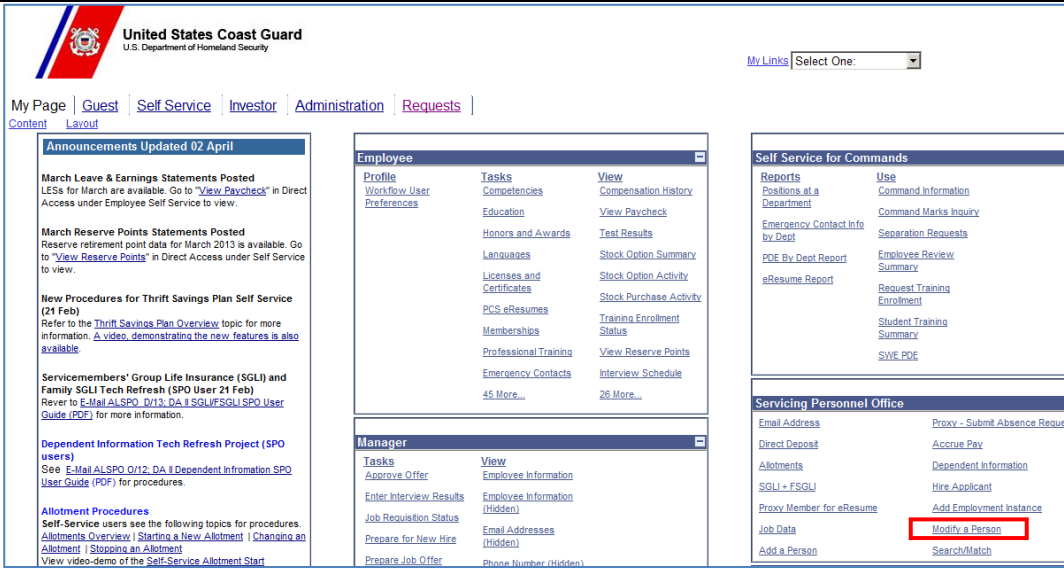
## Introduction

This section provides the procedure for approving an accession.

## Discussion

SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

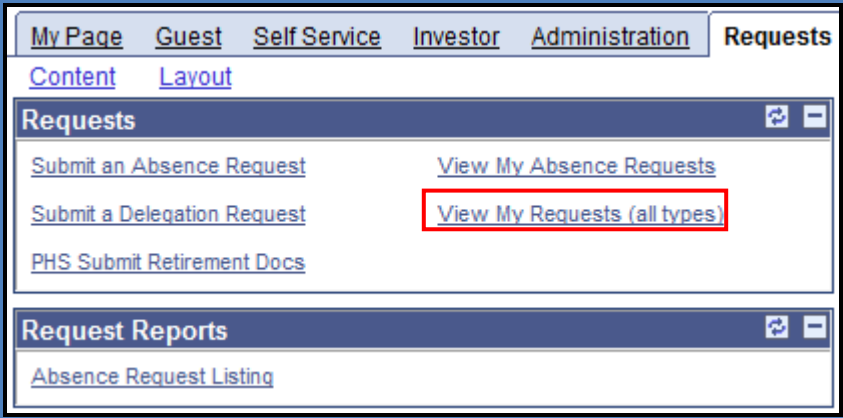
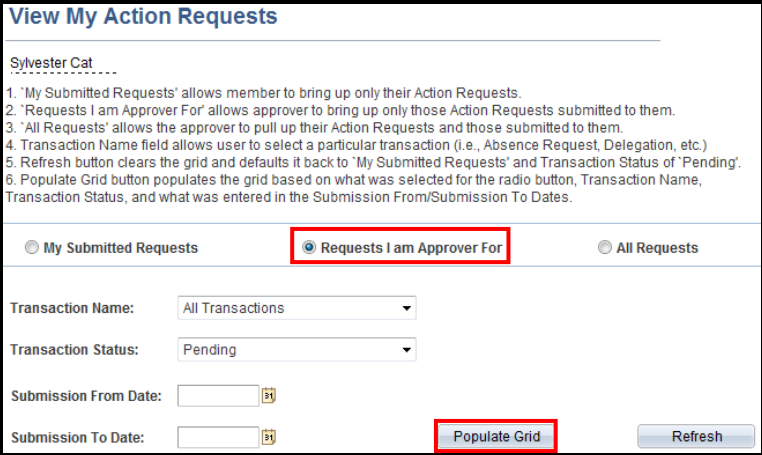
## Procedure

Step	Action
1	<div></div> <p><b>As approver you should review/audit the accession process prior to approval.</b></p> <p>From the Portal Page you click the <b>Modify a Person</b> and <b>Job Data</b> links for review/audit. Once you have completed review, follow the procedures below for approval.</p> <p>From the Portal Page, select <b>Requests</b> located at the top of the page.</p>

*Continued on next page*

## Accession Approval, Continued

Discussion (**continued**)

Step	Action
2	<div></div> <p>Click the <b>View My Requests (all types)</b> link.</p>
3	<div></div> <p>Select the Requests I am Approval For radio button.</p> <p>The Transaction Name and Transaction Status defaults for all pending transactions. You may click the drop down to narrow your search parameters.</p> <p>Click the Populate Grid button.</p>

*Continued on next page*



## Accession Approval, Continued

Discussion (**continued**)

Step	Action
5	<div><div><div><div><div><b>Action Request</b></div><div><b>Approval/SOD for Accessions</b></div><div>Darth Vader</div><div><ul style="list-style-type: none"><li>Review hire data in the Request Information box.</li><li>To approve a Hire Request, press the Approve button.</li><li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li><li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li></ul></div></div></div><div><div>Request Details</div><div>Employee ID: 1234567</div></div><div><div>Request Approvers</div><div>Approver: 7654321 Sylvester Cat</div></div><div>Comment: <input type="text"/></div><div><div>Approve</div><div>Deny</div></div></div><div><div><div><div><b>Accessions Hire Approval</b></div><div><div><div>Delegation Approval Process: Pending <a href="#">View/Hide Comments</a></div><div>One Approval level</div><div><div>Pending</div><div><div> Sylvester Cat</div><div>Initial Approve Action Request</div></div></div></div><div><div>Comment History</div><div><div>Mickey Mouse at 05/18/2013 - 2:55 PM</div><div><a href="#">View History</a></div></div></div></div></div></div></div><div>You can now either Approve or Deny the accession. You may enter any comments for the review by the person who submitted the accession for approval.</div><div>Select either <b>Approve</b> or <b>Deny</b>.</div></div>

*Continued on next page*

## Accession Approval, Continued

Discussion (**continued**)

Step	Action
6	<div><div><div><div><div><b>Action Request</b></div><div><u>Approval/SOD for Accessions</u></div><div>Darth Vader<ul style="list-style-type: none"><li>Review hire data in the Request Information box.</li><li>To approve a Hire Request, press the Approve button.</li><li>To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.</li><li>After a Hire Request has been approved, data will be pushed to DA 8.0.</li></ul></div><div><div>Request Details</div><div>Employee ID: 1234567</div></div><div><div>Request Approvers</div><div>Approver: 7654321Sylvester Cat</div></div><div>Comment:<div></div></div><div><div>Approve</div><div>Deny</div></div></div></div><div><div><b>Accessions Hire Approval</b></div><div><div>Delegation Approval Process: <b>Approved</b></div><div>One Approval level<div><div>Approved</div><div><div>✓</div><div>Sylvester Cat</div><div>Initial Approve Action Request</div><div>06/24/13 - 12:39 PM</div></div></div></div><div><div>Comment History</div><div><b>Mickey Mouse at 05/18/2013 - 2:55 PM</b></div><div><a href="#">View History</a></div></div></div></div></div></div>

If Approved, the Approve/Deny buttons will gray out after system saves the approval.

You can now click on the “X” at the top of the document to close this page and repeat the process for the next accession.



# Accessions – Contract Data

## Introduction

This section provides the procedure for completing the contract of a Reserve Officer Candidate Indoctrination (ROCI)


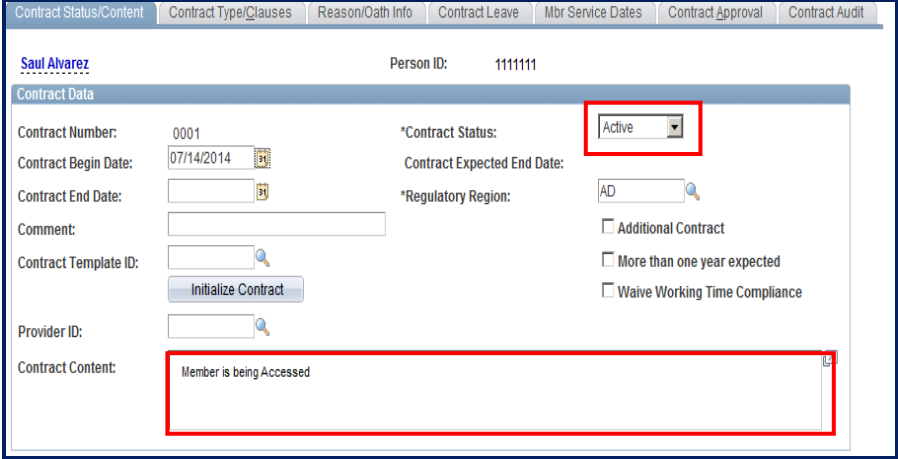
## Procedure

Follow these steps to complete the contract of a ROCI

Step	Action
1	<div><p>From the portal Page, navigate to Contract Data found on the Career Management pagelet</p></div>
2	<div><p>Click on <b>Add a New Value</b></p></div>

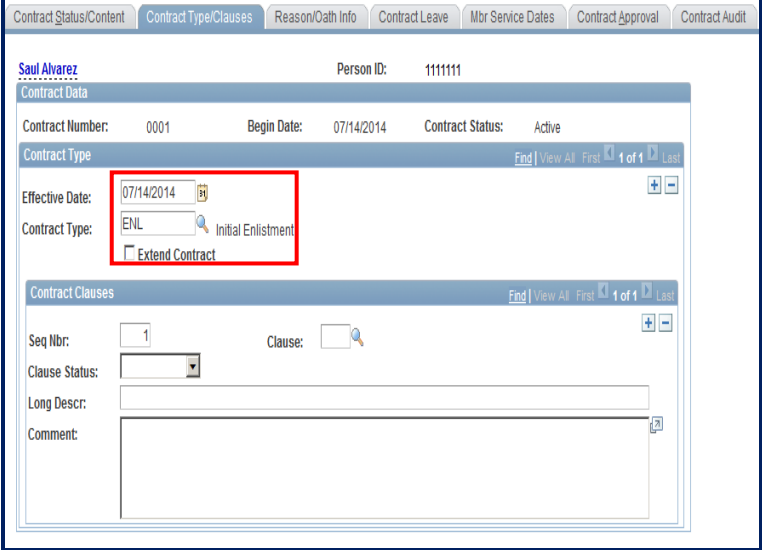
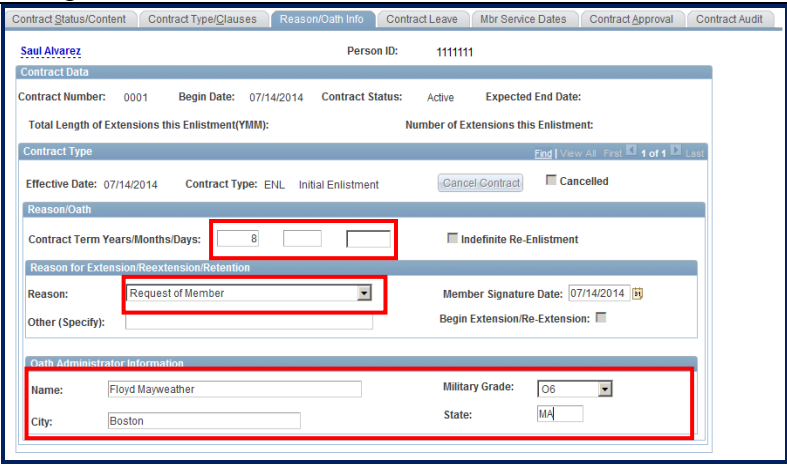
*Continued on next page*

## Accessions – Contract Data, Continued

Step	Action
3	<div data-bbox="386 348 984 774">  </div> <p>Enter <b>EMPLID</b> and <b>Contract Number</b> (First contract = 0001)  Click <b>Add</b>  You will be navigated to Contract Status/Content</p>
4	<div data-bbox="375 917 1268 1373">  </div> <p>Contract Status/Content page will appear with Contract Number (in this case 001)  Ensure Contract Begin Date is appropriate date  Alter Regulatory Region to appropriate region (in this case AD)  <b>A Contract Content statement is required</b>  Navigate to <b>Contract Type/Clauses</b></p>

*Continued on next page*

## Accessions – Contract Data, Continued

Step	Action
5	 <p>Enter appropriate Contract Type from the drop-down  Effective date should default correctly  Under Contract Clauses you may select <b>Clause status (optional/required)</b> and  Enter any contractual specific comments  Navigate to <b>Reason/Oath Info</b></p>
6	 <p>Enter Contract Term Years/Months/Days (in this case 8 years)  Select a <b>Reason</b> from the drop-down and Select <b>Member Signature Date</b> (date contract signed) Add <b>Name of Oath Administrator</b> and applicable <b>Military Grade</b> and <b>City/State</b> where contract was administered.  Navigate to <b>Contract Leave tab</b></p>

*Continued on next page*



## Accessions – Contract Data, Continued

Step	Action																																														
7	<div data-bbox="324 310 1258 850"> </div> <p data-bbox="324 882 722 957">Enter any leave to be sold Navigate to Mbr Service Dates</p>																																														
8	<table border="1" data-bbox="324 957 792 1543"> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>07/14/2014</td></tr> <tr><td>AD PAY SCALE DATE</td><td>07/14/2014</td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>CMA DATE</td><td>07/14/2014</td></tr> <tr><td>DIEMS DATE</td><td>07/14/2014</td></tr> <tr><td>RSV DRILL OBLIGATION DATE</td><td>07/13/2022</td></tr> <tr><td>EXPECTED LOSS DATE</td><td>07/13/2022</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>07/14/2014</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>07/13/2022</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>07/14/2014</td></tr> <tr><td>POINTS SWE DATE</td><td></td></tr> <tr><td>PAY BASE DATE</td><td>07/14/2014</td></tr> <tr><td>DATE OF RANK</td><td>07/14/2014</td></tr> <tr><td>RSV COMP SBP ELECT DATE</td><td></td></tr> <tr><td>ROTATION DATE</td><td></td></tr> <tr><td>RSRV ACCESSION CLASS DATE</td><td>07/14/2014</td></tr> <tr><td>RSV ANNIVERSARY DATE</td><td>07/14/2014</td></tr> <tr><td>RSV ELIGIBILITY DATE</td><td></td></tr> <tr><td>RSV INITIATION DATE</td><td>07/14/2014</td></tr> <tr><td>RESERVE LETTER DATE</td><td></td></tr> <tr><td>RTB ELIGIBILITY DATE</td><td></td></tr> <tr><td>RTB LETTER DATE</td><td></td></tr> <tr><td>RTB LETTER RESPONSE DATE</td><td></td></tr> </tbody> </table> <p data-bbox="324 1575 1393 1757">Click <b>View All</b> on <b>Assigned Seniority Dates</b> Note: these dates should concur with dates set during the ACCESSION process; if not, return to Job Data and <u>verify the dates entered during the ACCESSION process</u> are entered correctly. Navigate to <b>Contract Approval</b></p>	ACTIVE DUTY BASE DATE	07/14/2014	AD PAY SCALE DATE	07/14/2014	DEP DATE		CMA DATE	07/14/2014	DIEMS DATE	07/14/2014	RSV DRILL OBLIGATION DATE	07/13/2022	EXPECTED LOSS DATE	07/13/2022	JOB FAMILY ENTRY DATE	07/14/2014	MIL OBLIGATION COMPL DATE	07/13/2022	PAY ALLOWANCE DATE	07/14/2014	POINTS SWE DATE		PAY BASE DATE	07/14/2014	DATE OF RANK	07/14/2014	RSV COMP SBP ELECT DATE		ROTATION DATE		RSRV ACCESSION CLASS DATE	07/14/2014	RSV ANNIVERSARY DATE	07/14/2014	RSV ELIGIBILITY DATE		RSV INITIATION DATE	07/14/2014	RESERVE LETTER DATE		RTB ELIGIBILITY DATE		RTB LETTER DATE		RTB LETTER RESPONSE DATE	
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RTB LETTER DATE																																															
RTB LETTER RESPONSE DATE																																															

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## Accessions – Contract Data, Continued

9

Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | **Contract Approval**

[Saul Alvarez](#) Person ID: 1111111

**Contract Data**

Contract Number: 0001      Begin Date: 07/14/2014      Contract Status: Active


**Contract Type** Find | View All | First | 1 of 1 | Last

Effective Date: 07/14/2014      Contract Type: ENL      Initial Enlistment

**Route for Approval**

Approval Type:

Approver:

Dept of Approving SPO:   CG AIRSTA DETROIT

Approval Status:

Approval Date:

Click on **Submit for Approval** and approval will be routed to **Approving SPO**

# Contract Approval

## Introduction



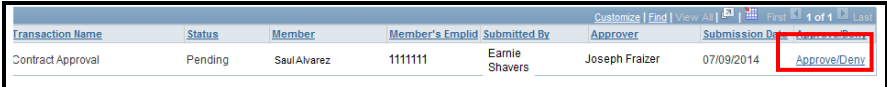
This section provides the procedure for approving a contract.

## Discussion

SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the accession.

## Procedure

Follow these steps to approve a contract

Step	Action
1	 Approver should select Requests
2	 Select View My Requests (all types)
3	 Select <b>Requests I am Approver For</b> and <b>Populate Grid</b>
4	 Click on <b>Approve/Deny</b>

*Continued on next page*

## Contract Approval, Continued

Step	Action
5	<div><div><div><div><div>Contract Approval</div><div>Alvarez, Saul C.</div><div>-----</div><div>1. Please verify the contract data and leave disposition information. 2. If Changes are needed, enter details about changes in the Comments field. 3. Click Approve or Deny button.</div><div><div>Request Details</div><div><div>Contract Number: 0001</div><div>Contract Status: A</div><div>Contract Begin Dt: 07/07/2014</div><div>Expected End Dt: 07/06/2020</div></div><div><div>Contract Type: ENL</div><div>Contract Effdt: 07/07/2014</div></div></div></div><div><div>Get Details</div></div><div><div>Request Information</div><div><div>Contract Term: 8 Years</div><div>Reason: Request of Member</div><div>Hum Extensions: 0</div><div>Expect AD TermDt: 07/06/2020</div><div>Leave Balance: 0</div><div>Total Leave Sell:</div></div><div><div>Mbr Signature Date: 07/07/2014</div><div>SRB Entitlement:</div><div>EXT Tour Length:</div><div>Expected Loss Date: 07/06/2022</div><div>Cumulative Sold: 0</div></div></div></div><div><div>Comment:</div><div>Welcome to the USCG</div></div><div><div>Approve</div><div>Deny</div></div></div><div><div>Contract Approval</div><div><div>Contract Approval:Pending</div><div>One Level Approval</div><div><div>Pending</div><div>Joseph H. Fraizer</div><div>SFO Approvers Deptid</div></div></div></div></div> <div>Enter comments and click Approve or Deny Note: selecting Deny returns contract to HRS user</div>
6	<div><div><div><div><div>Contract Approval:Approved</div><div>View/Hide Comments</div></div><div>One Level Approval</div><div><div>Approved</div><div>✓</div><div>Joseph H. Fraizer</div><div>SFO Approvers Deptid</div><div>07/09/14 - 4:38 PM</div></div><div>Comments</div><div>Joseph H. Fraizer at 07/09/14 - 4:38 PM</div><div>Welcome to the USCG</div></div></div></div> <div>Contract is approved. Member is fully Accessed into USCG</div>